

Govt. of West Bengal
Office of the Superintendent, Vidyasagar S. G. Hospital
Behala, Kolkata – 700034.

Memo No. VHB/ 209

Dated 19/02/2015

TENDER NOTICE

In terms of G.O. VIDE cmoh(spg)/outsourcing/314/1(12) Dated 22.01.2015, of the CMOH, South 24 Parganas, **sealed tender** (in two bid method) are invited from the bonafide agencies/owners, for providing Staff Car on hourly/monthly hiring basis (with driver) and required as follows:-

A. Govt. Officer

1. *Superintendent, Vidyasagar S.G. Hospital*

Specification of the vehicle

Motor Car (Diesel Standard, Non A.C.)

Ambassador/ Tata Sumo/ Swift Desire etc.

Tender forms (ANNEXURE-III), Declaration (Annexure-II) along with terms and conditions and specifications (Annexure-I) will be handed over on cash payment of Rs. 500/- (Rupees Five Hundred) only from the Accounts Personnel of Rogi Kalyan Samiti of the office of the undersigned which will be available on and from 23rd February 2015 to 2nd March, 2015, except Govt. holidays in between 10 a.m. - 2 p.m. and the same will be received either through speed post or in drop box within 23rd February, 2015 upto 3 p.m. and the same (technical bids) will be opened at 4 p.m. on the same day (02.03.2015). Applications in due format will be received from bidders addressing the “**Superintendent, Vidyasagar S.G. Hospital, South 24 Parganas**” and “**Tender of Staff Car for.....**” is also to be super scribed above the envelope.

The amount of the earnest money is fixed for Rs. 5000/- (Rupees Five Thousand only) and the same is to be deposited through bank draft only in the name of “**Vidyasagar State General Hospital, Rogi Kalyan Samiti**”, which is refundable. The amount of security deposit of Rs. 10,000/- (Rupees Ten Thousand only) to be deposited by the successful bidder through demand draft in the name of “**Vidyasagar State General Hospital, Rogi Kalyan Samiti**” to the undersigned good office and will be kept with the office of the undersigned till the maturation of the next tender before execution of agreement. In this respect earnest money will be kept in the office of the undersigned of the successful tender's – or will refund earnest money after depositing the security deposit.

The decision of the tender selection committee is final for acceptance or rejection of any tender without assigning any reason.

Sd/-
Superintendent
Vidyasagar S. G. Hospital
Behala, Kolkata – 34.

Memo No: VBH/ 209/1(10) Date: 19/02/2015

Copy forwarded for information to:

1. The Director of Health Service, Dept. of H & F W
- ✓ 2. The District Magistrate, South 24 Parganas.
3. The Sabhadhipati, Zilla Parishad, South 24 Parganas
4. The C.M.O.H., South 24 Parganas
5. To the SDO, Alipore Sadar
6. The Chairman, Municipality, Borough XIV
7. The Post Master, Behala Post Office
8. The Asst Eng., PWD, (Civil), South Kolkata Health Sub Division-II
9. Notice Board, Vidyasagar S.G. Hospital
10. Office Copy.

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19-2-15
Superintendent
Vidyasagar S. G. Hospital
Behala, Kolkata-34
Vidyasagar S. G. Hospital
Behala, Kolkata – 34.

Annexure –I

TERMS & CONDITIONS & ELIGIBILITY CRITERIA for **HIRING OF STAFF CAR** Vide NIT NO. VHB/ 209 DATED 19/02/2015:

1. Single tender form will be valid for Single vehicle only.
2. Financial Bid of Technically Fit Bidder will be opened only.
3. The bid documents will be addressed to the “**The Superintendent, Vidyasagar S.G. Hospital.**” and to be submitted under sealed cover and super scribed on the envelope as “**Tender for Staff Car for the Superintendent, Vidyasagar S.G. Hospital.**” and the NIT No. and each page to be signed by the bidder.
4. The vehicle must be diesel operated and commercially registered conforming Bharat Stage II/III (Latest Model), Non A.C. Type.
5. The vehicle to be supplied for hiring must be with driver.
6. The vehicle must be in good condition having Road Permit, Tax clearance, PCB Certification and all other related documents required for plying in the roads.
7. No price preference should be given to any organisation /Society.
8. The vehicle must be maintained clean by the owner/agency regularly and properly.
9. The driver of the car must possess a valid driving license issued by the appropriate authority and should have a running mobile phone. The driver must be aware of and must maintain all the traffic rules and guidelines while driving the vehicle and also must maintain proper decorum in performing such duties. Any change of driver needs to be communicated to the authority in writing. In case of any absence /leave of the driver, a suitable replacement should be provided by the bidder with intimation in writing to the authority.
10. The Bidder must have PAN, Service Tax Registration and Commercial Tax Registration of current validity.
11. The vehicle for which the rate quoted must not be more than five years old from the date of opening of the tender; maker of the vehicle to be specified. Supportive document has to be submitted.
12. In case of breakdown of the vehicle, replacement has to be provided by the bidder. This has to be submitted by the bidder to the undersigned in writing.
13. All the charges and fees for License, duties, taxes and levies and also cost of repair to be borne by the owner of the vehicle and to be maintained in updated status.
14. The remuneration of the driver of the vehicles or any other claim of the driver to be borne by the bidder. A log-book should be maintained by the driver, format of which will be provided by the office of the CMOH/ Superintendent.
15. The minimum mileage to be offered 12 k.m. / ltrs and mobil oil @ 5 ltr per 2500 km run. Daily rate will be for initial 10 hours. Additional charge per hour beyond initial 10 hours of engagement will be paid for extra hours of engagement beyond initial 10 hours as per the rate approved through the tender.
16. Fixation of Hire charges will be governed as per Gazette notification no. 3564-WT/3M-81/98, Dated 24.11.2008.
17. After receipt of the letter of acceptance following work order, the successful bidder should place the vehicle to authority latest within 7 (seven) days in case of old vehicle and within 1 (one) month in case of new vehicle but substitute vehicle to be provided within one week from the date of acceptance in case of new vehicle which must be replaced with the tendered vehicle (new) within one month otherwise work order to be treated as cancelled without any further correspondence.
18. Proforma agreement in N J stamp of Rs. 50/- to be signed with the successful bidder and the Govt. authority within 3 (three) days of the receipt of the work order and the cost of stamp paper to be borne by the bidder.
19. The owner will be liable to deploy car round the clock if felt necessary by the undersigned. In such case no additional payment outside accepted rate is payable for hiring of driver(s) and/or for boarding & lodging of driver(s)/or cost for repair etc. arising due to accident met by the vehicle, if any.
20. In case of necessity, the date of opening may be deferred, in that case notification will be displayed in the Office of the undersigned in due time.

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21. The ambulance will be engaged on hired basis upto 31.03.2015/or any further instruction whichever is earlier.
22. Bidder(s) has to submit the sealed tender form at their own cost to the office of the undersigned within stipulated time and will be opened by the purchase committee in presence of the bidder or his/her authorized representative.
23. All sheets should be numbered properly and number of sheets in each cover should be cited in covering tally.
24. Technical bid and financial bid should be submitted in two separate envelopes mentioning the respective bids on the sealed envelopes. Financial Bid of the technically fitted bidder will be opened only.
25. Please refer to website for further corrigendum (if any) during the period of processing.
26. Experience in any Govt. Hospital (s) or Private Hospital (s) is desirable. Experience Certificate(s) if any to be submitted.
27. In case of deviation from any of the above terms and conditions, contract will be liable to be terminated by the appropriate authority.
28. The selection Committee reserves the right to accept/ cancel any tender without assigning any reason thereof.

(A) PROCESSING FEES & EARNEST MONEY

- i) Tender forms (Annexure-I) along with terms and conditions and specifications(Annexure-II) will be handed over on payment of Rs.500 (Rupees Five Hundred) only through bank draft as Processing Fees (Non Refundable) in favour of " **Superintendent , Vidyasagar S.G. Hospital**"
- ii) The amount of the earnest money is fixed for Rs. 5000 (Rupees Five Thousand only) and the same is to be deposited only through bank draft in favour of "**Superintendent, Vidyasagar S. G. Hospital**", which is refundable to the unsuccessful Bidder(s) after the completion of the tender process.
- iii) The Earnest Money will be kept in custody of the authority as apart of Security Deposit for the successful bidder(s).
- iv) The successful bidder(s) has to deposit Rs. 10,000 (Rupees Ten Thousand) including earnest money as security Deposit which will be refunded to the bidder only after successful completion of the agreement period /extension period/any other clause mentioned in the agreement applicable in this regard.

(B) Details of Tender Schedule:-

No. Of vehicle required to be hired	Govt. Officers	Specification	Date of Availability of Tender Documents	Opening of bids
ONE	<i>Superintendent, Vidyasagar S.G. Hospital</i>	<i>Non A.C. Diesel Standard and conforming Bharat Stage II/III (Latest Model)</i> <i>Ambassador/ Tata Sumo/ Swift Desire etc.</i>	23.02.2015 to 02.03.2015 upto 3 p.m.	02.03.2015 at 4 p.m.

MH
19.2.15
Superintendent
Vidyasagar S. G. Hospital
Behala, Kolkata-34
Behala, Kolkata – 34.